

Comparisons of Job Characteristics

Focus Occupation: [Medical Secretaries \(43-6013\)](#)

Associated Occupation: [Medical Assistants \(31-9092\)](#)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 85

Focus Occupation: Medical Secretaries (43-6013)
Associated Occupation: Medical Assistants (31-9092)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Customer and Personal Service	11.3	13.7	18.2	>> Current knowledge level is likely more than sufficient
Clerical	7.3	12.7	18.8	>> Current knowledge level is likely more than sufficient
Medicine and Dentistry	3.7	12.5	8.3	<< Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 93

Focus Occupation: Medical Secretaries (43-6013)
Associated Occupation: Medical Assistants (31-9092)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Active Listening	11.0	13.3	12.2	0 Current skill level may be sufficient
Speaking	10.8	13.0	11.0	< A higher skill level may be required
Monitoring	9.9	11.5	7.4	<< Extensive development of skills in this area may be required
Social Perceptiveness	9.1	11.4	8.2	<< Extensive development of skills in this area may be required
Service Orientation	7.9	10.1	10.4	0 Current skill level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities

Similarity of Focus Occupation to Associated Occupation: 93

Focus Occupation: Medical Secretaries (43-6013)

Associated Occupation: Medical Assistants (31-9092)

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Expression	12.4	13.9	12.2	<	Some improvement in abilities may be required
Oral Comprehension	12.5	13.5	12.6	0	Current ability level may be sufficient
Problem Sensitivity	11.1	11.6	7.5	<<	Extensive improvement in abilities may be required
Speech Clarity	10.2	11.4	11.1	0	Current ability level may be sufficient
Written Comprehension	11.0	11.4	10.3	<	Some improvement in abilities may be required
Near Vision	11.1	11.2	10.2	0	Current ability level may be sufficient
Speech Recognition	9.9	11.0	11.1	0	Current ability level may be sufficient
Written Expression	9.8	10.7	9.7	<	Some improvement in abilities may be required
Perceptual Speed	7.4	8.2	6.0	<<	Extensive improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 87

Focus Occupation: Medical Secretaries (43-6013)

Associated Occupation: Medical Assistants (31-9092)

Work Activities	Exclusivity of Activity
Complete patient insurance forms	92
Ensure correct grammar, punctuation, or spelling	48
Inventory medical supplies or instruments	67
Maintain dental or medical records	64
Post medical insurance billings	89
Process medical records	82
Provide customer service	14
Route multi-line telephone calls	85
Take dictation	87
Use interviewing procedures	23
Use secretarial procedures	92

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: 73

Focus Occupation: Medical Secretaries (43-6013)
Associated Occupation: Medical Assistants (31-9092)

Tools and Technologies	Exclusivity
Business function specific software	1
Computer data input devices	2
Computer printers	2
Computers	1
Content authoring and editing software	1
Data management and query software	1
Finance accounting and enterprise resource planning ERP software	2
Industry specific software	1
Information exchange software	1
Network applications software	1
Typing machines and accessories	25

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.